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18 May 1967

MEMORANDUM FOR: Deputy Director for Support**SUBJECT : Weekly Report of the Office of Training
18 May 1967****1. Agency Image Film**

██████████ met on 4 May with Sherman Kent, ██████████ and ██████████ to discuss the script for the Agency Image Film. As a result of the views exchanged, ██████████ will now prepare the fifth version of the script.

2. Training Film

██████████ Assistant for Plans of DCS, has informed us that the recently completed training film, "An Interview for Intelligence Collection," will be very useful to DCS as an orientation device for new contact specialists. DCS has requested a retention copy of the film.

3. Senior Management Seminar

The Senior Management Seminar held 23-28 April ██████████ was the eighth running of the Seminar since May 1964. While previous Seminars were limited to 35 participants, this Seminar was unlimited and had 46 participants with origin as follows: 22 from the Support Services, 8 from the Clandestine Services, 8 from the Directorate of Intelligence, 5 from the Directorate of Science and Technology, and 3 from the Office of

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the Director. Nine members of the class were supergrades. Because many of the men did not have time to complete the pre-course preparation material, the next Senior Seminar will begin on Friday afternoon with the weekend devoted to such preparation. This will permit the course to end on the following Friday as scheduled and will result in a more significant course contribution from the members. The next course is scheduled [REDACTED] October 27 -- November 3 with unlimited participation.

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4. Project HELPFUL

Project HELPFUL at DIS concluded on 10 May with 37 students from CIA and eight students from the Joint Chiefs of Staff. From the critiques received thus far the course was successful.

5. The Brookings Conference

The Brookings Institution Conference for Federal Management and Program Executives has received high marks again -- this time from Robert

[REDACTED] who attended the 9-21 April session. We quote:

"This was an unusual experience. The level of sophistication was very high -- in subject matter, content, speakers, and even the participants. There was a high degree of challenge -- a challenge of old beliefs, a challenge of comprehension, a challenge of reasoning and expression. Of the participants, it is important that I reflect my pleasant surprise at the wide ranging interests, competence, and awareness of my fellows -- far beyond the limits of their government jobs. With few exceptions they moved with ease through the various subject areas covered in the program. I believe the taxpayers are well served by these men."

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6. IBM's Special Data Processing Course

25X1A9a With reference to IBM's special invitational course, Data Processing
25X1A9a for Intelligence Community Executives, we discussed the Agency partici-
25X1A9a pation with our IBM contact, Bob Clark. Clark has left the decision re
invitees to [REDACTED] As reported last week requests have come from
[REDACTED] and John Clarke. The latest request is from John Crowley,
Dir/OSP/DDS&T. On 10 May an inquiry was received concerning a new
member of John Bross's staff, [REDACTED], who wished to attend.

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[REDACTED]

7. DIS Course for Information Data Handling Systems

The "Resources" proposal -- funding, personnel and facilities -- sub-
mitted by the Defense Intelligence School for conducting Information Data
Handling Systems courses for the intelligence community has been approved
orally by the Director, DIA. Implementation awaits actual receipt of a task-
ing directive from the Office, Secretary of Defense. Incidentally, the OSD
official concerned, The Honorable Solis Horwitz, has accepted an invitation
to address the graduating class from the year-long Defense Intelligence

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Course. (Vice Admiral Rufus Taylor did so last year.) In the approval proposal, initial staffing will accommodate only two of the five courses to be developed. For this phase, civilian instructors include one GS-17 Director, 2 GS-16 instructors and 2 GS-15 instructors. First courses are targeted against a September 1968 starting date.

8. CSC Executive Seminars

We have received a letter and a schedule of seminars showing 19 spaces reserved for the Agency at the Civil Service Commission's Executive Seminar Centers for the 1967-68 program year -- 16 at Kings Point, New York and three at Berkeley, California. When we canvassed the Directorates in March, 48 spaces were requested by the Senior Training Officers; however, our official request to the Civil Service Commission was for 32 spaces. In view of the drastic cut from the original total of 48 spaces desired by the Directorates to the 19 spaces reserved for us, the competition to fill these spaces should be very keen.

9. Briefing [REDACTED]

On 12 May [REDACTED] participated with [REDACTED] and Howard Osborn in a briefing [REDACTED]. Topics covered included the CT Program generally and recruitment and security support to the Program. The briefing lasted more than two hours and apparently satisfied both the visitors and their Division hosts.

On 8 May [REDACTED] of the Intelligence School briefed these same

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officers on the Agency and its relationship to the Intelligence Community.

10. Telephonic Interview

On 5 May at the request of [REDACTED] represented the Agency in a telephonic interview with a Hackensack, N.J. high school honors student. The participation was requested by Senator Williams of New Jersey.

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11. NIPA Awards

A recent news release put out by the National Institute of Public Affairs notes that 65 persons were chosen in nation-wide competition for NIPA Career Education Awards for the 1967-68 school year. Our three winners in this program were listed in the release along with the other 62 Fellows. The group has just completed a three-day orientation program at Williamsburg, Virginia.

12. Harvard Graduate School of Business Administration

Copies of correspondence from Dean H. B. VanGorder, Harvard University Graduate School of Business Administration, have been received verifying the fact that John Clarke, has been accepted as a participant in the 52nd Session of the Advanced Management Program beginning 10 Sept.

13. A Report on Full Time External Training

In FY 1966, 24 Agency employees received 120 days or more of training at non-government facilities. In this same period, 803 employees from other government departments and agencies received 120 days or more of

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training. This included DOD-420, NASA-93, Agriculture and Commerce-80 each, Interior-45, and HEW-32. The remainder of the 803 were thinly spread among 16 other agencies and departments. 71% of the 803 were trained in the sciences and engineering. Our extended external training was more evenly divided with economics, management and executive development constituting the bulk of our effort at non-government facilities. In addition, 39 Agency employees were in full time attendance at other government facilities, (eg. the Service Schools, FSI Language Programs, the Department of State Senior Seminar). In FY 1967, 30 Agency employees will have received extended external training of 120 days or more at non-government facilities. 40 others will have completed training of a similar duration at government facilities. With the advent, in FY 1967, of emphasis on PPB and Systems Analysis training, our program took on a new dimension with the enrollment of five officers in the IDA/U of Md. and the NIPA/BOB programs in Systematic Analysis. Our expenditures for external training (government and non-government) was approximately \$570,000 in FY 1966 and \$600,000 in FY 1967. This is about the same as that spent individually by the Veterans Administration, Treasury and Commerce for non-government training only. It is considerably less than that spent for non-government training only by Defense, FAA, NASA, HEW and Agriculture.

Enclosure

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14. Non-Agency Briefings

A representative of the Communism School spoke last week at the AID Orientation Course. While the Intelligence Schools Orientation Faculty has made a regular contribution to this course, this was the Communism School's first presentation. We have no indication at this time if AID wishes to make this a permanent part of their course but if requested we can provide this service within our present personnel capabilities.

On 5 May a representative of this Office discussed with representatives of the NSA training staff the background training material that the OTR might provide for the NSA orientation for EODs, a new program that is being developed at NSA.

During this reporting period the following non-Agency briefings were given: a) 13 Defense Attaches at DIS on surveillance; b) [REDACTED] on the Intelligence Community; c) 60 AID personnel at AID on the Agency's mission and functions and on the Director's responsibilities to the NSC and to the USIB; d) [REDACTED]

[REDACTED] and two of his aides on the current national security structure and the Agency's responsibilities; e) 20 members of the Mid-Level Course at FSI on "The Sino-Soviet Conflict"; f) 20 members of the Junior Officer Course at FSI on "The Sino-Soviet Conflict"; g) 20 members of the Officer Wives Course at DIS on

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"Communist Ideology"; b) 104 students at the Military Assistance
Institute on "Soviet Aid Programs".



for John Richardson
Director of Training

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Att--OTR Attendance

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